



**Town of Alden**  
**Building Department**  
 3311 Wende Road  
 Alden, New York 14004  
 (716) 937-6969 ext 4  
 www.alden.erie.gov

**APPLICATION for PLAN EXAMINATION and BUILDING PERMIT**

**Permit No.** \_\_\_\_\_  
**Renewal** \_\_\_\_\_

AT (LOCATION) \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_  
 (NO.) (STREET)

SBL # \_\_\_\_\_ LOT SIZE: \_\_\_\_\_

**TYPE OF IMPROVEMENT:**

- \_\_\_\_ New Building
- \_\_\_\_ Addition: describe: \_\_\_\_\_
- \_\_\_\_ Alteration
- \_\_\_\_ Repair, Replacement
- \_\_\_\_ Moving (relocation)
- \_\_\_\_ Foundation only

**OWNERSHIP:**

- \_\_\_\_ Private (individual, corporation, nonprofit institution, etc.)
- \_\_\_\_ Public (Federal, State or local government)

**COST:**

**Total Cost of improvement \$** \_\_\_\_\_

**PROPOSED USE:**

Residential

- \_\_\_\_ One family
- \_\_\_\_ Two or more family
- \_\_\_\_ Enter # of units \_\_\_\_\_
- \_\_\_\_ Transient hotel, motel
- \_\_\_\_ or dormitory
- \_\_\_\_ Enter # of units \_\_\_\_\_
- \_\_\_\_ Garage
- \_\_\_\_ Carport
- \_\_\_\_ Other – specify \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Non-residential

- \_\_\_\_ Amusement, recreational
- \_\_\_\_ Church, other religious
- \_\_\_\_ Industrial
- \_\_\_\_ Parking garage
- \_\_\_\_ Service station, repair garage
- \_\_\_\_ Hospital, institutional
- \_\_\_\_ Office, bank, professional
- \_\_\_\_ Public utility
- \_\_\_\_ School, library, other educational
- \_\_\_\_ Stores, mercantile
- \_\_\_\_ Tanks, towers
- \_\_\_\_ Other – specify \_\_\_\_\_

Use Group \_\_\_\_\_  
 Occupancy Load \_\_\_\_\_

Describe in detail proposed use of buildings:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PRINCIPAL TYPE OF FRAME**

- \_\_\_\_ Masonry (wall bearing)
- \_\_\_\_ Wood frame
- \_\_\_\_ Structural steel
- \_\_\_\_ Reinforced concrete
- \_\_\_\_ Other – Specify \_\_\_\_\_

**PRINCIPAL TYPE OF HEATING FUEL & TYPE**

- \_\_\_\_ Propane
- \_\_\_\_ Oil
- \_\_\_\_ Electricity
- \_\_\_\_ Natural Gas
- \_\_\_\_ Other – Specify \_\_\_\_\_
- \_\_\_\_ Hot Water
- \_\_\_\_ Forced Air
- \_\_\_\_ Electric

**TYPE OF SEWAGE DISPOSAL**

- \_\_\_\_ Public
- \_\_\_\_ Private (septic tank)

**TYPE OF WATER SUPPLY**

- \_\_\_\_ Public Water District No. \_\_\_\_\_
- \_\_\_\_ Private (well, cistern)

**BASEMENT**

- None \_\_\_\_\_
- Unfinished \_\_\_\_\_ sq. ft.
- Finished \_\_\_\_\_ sq. ft.

Distance from ROW \_\_\_\_\_ ft.

Distance from west side line \_\_\_\_\_ ft.  
 Distance from east side line \_\_\_\_\_ ft.

**TYPE OF MECHANICAL**

- Central Air No \_\_\_\_\_ Yes \_\_\_\_\_
- Elevator No \_\_\_\_\_ Yes \_\_\_\_\_
- Alarm No \_\_\_\_\_ Yes \_\_\_\_\_%
- Sprinkler No \_\_\_\_\_ Yes \_\_\_\_\_%

**DIMENSIONS**

Number of stories \_\_\_\_\_  
 Total square feet of floor area, all floors, based on exterior dimensions \_\_\_\_\_

**RESIDENTIAL BUILDINGS**

Number of Bedrooms \_\_\_\_\_  
 Number of Bathrooms \_\_\_\_\_ Full \_\_\_\_\_ Partial

**NUMBER OF OFF-STREET PARKING SPACES**

Enclosed \_\_\_\_\_  
 Outdoors \_\_\_\_\_

**PLUMBING – Enter the number of fixtures being installed, replaced or repaired**

_____ Tubs/showers	_____ Drinking Fountains	_____ Water Pumps
_____ Shower Stalls	_____ Floor Drains	_____ Parking Lot Drains
_____ Toilets	_____ Water Heaters	_____ Inside Downspouts
_____ Urinals	_____ Water Softeners	_____ Swimming Pools
_____ Sinks	_____ Sewage Ejectors	_____ Standpipes (# of Heads _____)
_____ Laundry Tubs	_____ Sump Pumps	_____ Fire Sprinklers (# of Heads _____)
_____ Dishwashers	_____ Grease Traps	_____ Lawn Sprinklers (# of Heads _____)
_____ Garbage Disposals	_____ Bidets	

**TOTAL # FIXTURES** \_\_\_\_\_

**MECHANICAL – Enter the number of new or replacement units**

_____ Forced Air Furnace	_____ Incinerator	_____ Air Handling Unit
_____ Unit Heater	_____ Boiler	_____ Heat Pump
_____ Gas/Oil Conversion	_____ Coil Unit	_____ Air Cleaner
_____ Space Heater	_____ Window A/C Unit	_____ Kitchen Exhaust Hood
_____ Gravity Furnace	_____ Split System A/C	_____ Hazardous Exhaust System
_____ Solid Fuel Appliance	_____ A/C Compressor	_____ Electric Furnace

Name	Mailing Address	Zip Code	Telephone Number
<b>Owner or Lessee</b>			
<b>Contractor</b>			
Insurance Expiration: _____			
<b>Architect or Engineer</b>			

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of this jurisdiction:

_____ Signature of Applicant	_____ Mailing address	_____ Application Date
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Estimated Start Date: \_\_\_\_\_ Estimated Finish Date: \_\_\_\_\_

<b>Permit Issue Date:</b> _____	<b>Certificate of Occupancy Fee Paid:</b> \$ _____
<b>Permit Expiration Date:</b> _____	<b>Permit Fee Paid:</b> \$ _____
<b>Permit Renewal Date:</b> _____	<b>Total Fee Paid:</b> \$ _____
<b>6-Month Expiration Date:</b> _____	
<b>Renewal Fee Paid:</b> \$ _____	<b>Cash:</b> _____ <b>Check #</b> _____
<b>APPROVED BY:</b> _____ Martin Dugan, Code Enforcement Officer	

1. You are alerted that the issuance of this permit shall not be construed as a representation that the property is suitable for construction or that approval from the D.E.C., E.P.A. or the Army Corps. Of Engineers will be forthcoming for the property.
2. Driveway- Stone base in driveways to be in place prior to construction start. Contractor or owner is responsible for keeping streets free from mud, stones and construction debris.
3. Construction Debris- All debris related to alterations, additions or new construction shall be deposited in a container and removed periodically as conditions warrant. Debris may not be burned or buried.
4. A reasonable means of egress must be provided to all floor levels of each structure.
5. This permit may be subject to requirements for making facilities accessible to and usable by handicapped people.
6. New York State Uniform Fire Prevention & Building Code applies.
7. No construction is allowed over or under utility lines, Pipeline Company transmission lines or septic systems.
8. First floor grade elevation must be a minimum of 1-1/2 feet above the crown of the road.
9. Contractors to furnish acceptable Certificate of Insurance for Worker's Compensation coverage to the Town of Alden. Owners performing construction themselves must sign an Affidavit of Exemption from showing proof of Worker's Compensation Insurance.
10. Septic systems and water wells must be inspected and approved by the Erie County Health Department (858-7677).
11. Electrical Inspection is required by Commonwealth (866-8882) or National Electrical Certified Inspections (716-912-3647).
12. Residential concrete floors are to be a minimum of 4" thick.
13. Perimeter drains in basement with a sump hole are required.
14. The exterior of basement walls must be damp-proofed.
15. Back-flow preventers are required on all city water services as per N.Y. State Sanitary Code.
16. Copper tube solder joints for potable water to be 0.2% or less lead content.
17. Ridge and soffit vents are required on all heated buildings.
18. Roof- Asphalt shingles to be a minimum 235#, Fiberglass 215# both with 15# felt.
19. Insulation is required in hollow areas of framing, in corners and where interior portions attach to exterior walls.
20. Attached garages to have a firewall with ¾ hour rating where attached, that runs all the way up to peak on both sides or entire garage ceiling. Doors and frames in this wall to be fire rated.
21. Drainage Site Plan may be required for all buildings over 500 sq. ft.
22. Your 4" house number must be prominently displayed before a Certificate of Occupancy is issued.
23. For lots 1 acre or more: A copy of the notice of Intent (N.O.I.) and Stormwater Pollution Prevention Plan (SWPPP) as required by the New York State Department of Environmental Conservation SPDES General Permit for Stormwater Discharges from Construction Activity (Permit No. GP-02-01) must be filed with the Town prior to issuance of building permit. Per the DEC regulations, construction cannot begin until the required time period for NYS DEC review has passed:

***For projects conforming to the NYS DEC's recommended standards, construction cannot begin until (5) business days from the date the NYS DEC receives a copy of the NOI; or the applicant receives an Acknowledgement Letter from the NYS DEC.***

***For projects that deviate from the NYS DEC's recommended standards, construction cannot begin until (60) business days from the date the NYS DEC receives a copy of the NOI; or the applicant receives an Acknowledgement Letter from the NYS DEC.***